



Submit original application to the Office of Human Resources after HQ activity completion. We will notify you of approval or disapproval based upon activities outlined in your approved Licensure & HQ Action Plan. **Only one test and/or one course per application.** Retain a copy for your records. See the HQ Reimbursement Guidelines and Procedures for further information.

Name of employee:			Position Title:	School Site:
_____	_____	_____	_____	_____
Last	First	M. I.		
Last four digits of SSN: _____			Home/Cell telephone (_____) _____ - _____	Email address _____
Home address: _____				
No. and Street			City/State	Zip code

**APPROVED HQ ACTIVITY DESCRIPTION:**

Course Code/No: _____	Full title of course: _____	No. of credits: _____	Cost of Tuition only: \$ _____
Start Date: _____/_____/_____	End Date: _____/_____/_____	Name of College or University: _____	

Test Name: _____	Test #: _____	Test Date: _____/_____/_____	Registration Cost: \$ _____
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**REIMBURSEMENT PAYOUT REQUEST:**

I hereby request reimbursement for the approved activity above, and attest that I have not committed fraud, misuse or abuse of federal funds by requesting this reimbursement. I have attached the following:

1. Official documentation of successful course completion<sup>1</sup> **AND/OR** original test score report
2. Original, official bill/invoice<sup>2</sup> for the reimbursable course/test
3. Original, official proof of payment for the reimbursable course/test

If payment is approved, I understand that a check will be mailed to the home address provided above.

_____ Signature of Employee	_____/_____/_____ Date
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<sup>1</sup> Original grade report or official transcript only. Downloaded copies are not acceptable

<sup>2</sup> Official university generated invoices/bills. Downloaded copies are only acceptable with official university stamp/seal and signature.

**For OLGP Usage Only**

Provisionally Licensed:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Approved HQ Plan on file:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Unlicensed:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Core Subject Teacher:	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Receipt/Proof of Payment:	<input type="checkbox"/> YES	<input type="checkbox"/> NO _____
Bill/Invoice:	<input type="checkbox"/> YES	<input type="checkbox"/> NO _____
Transcript/Score Report:	<input type="checkbox"/> YES	<input type="checkbox"/> NO _____
Does Applicant Qualify:	<input type="checkbox"/> YES	<input type="checkbox"/> NO _____

☐ Payment Amount Approved: \$ \_\_\_\_\_ for \_\_\_\_\_

☐ Payment Disapproved/Reason: \_\_\_\_\_

_____ Signature, HQ Reimbursement Program Administrator	_____/_____/_____ Date
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## NCLB Highly Qualified (HQ) Teacher Reimbursement Program Guidelines

### I. Program Description:

In an effort to significantly increase the number of highly qualified (HQ) teachers in DCPS, the Office of LEA Grants Programs (OLGP) has implemented a HQ Reimbursement Program. OLGP will reimburse eligible core subject teachers for the following highly qualified (HQ) activities:

- courses taken at accredited colleges and universities leading to HQ status
- successful completion of Praxis examinations leading to HQ status.

The reimbursement program does not cover costs for training which is already paid for by DCPS. HQ reimbursement funds are limited and will be distributed on a first come, first served basis.

### II. Definitions:

- Acceptable Courses: classes in K-12 education provided by accredited college/universities leading towards HQ status.
- NCLB Core Subject Areas: Elementary Education, English/Language Arts, Reading, Mathematics, Art, Foreign Language, Social Studies (Civics, Government, Economics, Geography or History) or Science (Biology, Physics or Chemistry)
- Acceptable Tests: licensure tests accepted by the Office of Educator Licensing and Accreditation (state licensure office).
- HQ Activity:
  - Acceptable coursework provided by accredited universities and/or colleges
  - Acceptable Praxis assessments
- Eligible Employee: Core subject teachers.
- Licensure & HQ Action Plan: Documents the employee's most expedient route towards becoming HQ.

### III. HQ Reimbursement Program Eligibility & Guidelines:

- Applicant must be a core subject teacher.
- The effective date of this program is October 1, 2006. Only HQ activities paid for on or after October 1, 2006 will be eligible for reimbursement.
- Teachers will be eligible for reimbursement provided that the activity is represented on his/her approved Licensure & HQ Action Plan.
- Only coursework taken after a teacher's tour of duty is acceptable for reimbursement.
- Incomplete reimbursement requests will not be accepted or processed.
- No more than \$1000 per employee will be reimbursed per fiscal year (October 1- September 30).
- Coursework reimbursement will only occur with successful course completion (grade B or higher).
- Only successful test scores are eligible for reimbursement.
- Books, supplies and travel costs are not reimbursable.
- HQ reimbursements are available on a first come, first served basis, and are distributed as long as funds are available.
- Average processing time from complete application submission to check issuance is a minimum of eight (8) weeks.

### IV. HQ Reimbursement Application Instructions:

- A request for reimbursement for the cost of a HQ activity is initiated by the employee.
- The HQ Reimbursement Application must be completed and submitted for approval after the completion of the HQ activity.
- To receive funds, the following must be attached to the payout request:



- i. An official invoice/bill from the institution as proof of being billed for reimbursable charges. (photocopied and/or downloaded copies will only be accepted with official university stamp/seal and signature)
- ii. A payment receipt as proof of having paid reimbursable charges. (photocopied and/or downloaded copies will only be accepted with official university stamp/seal and signature)
- iii. Licensure & HQ Action Plan (if one is not already on file in the Office of Human Resources (OHR)).
- iv. Evidence of successful test completion as indicated on an original/official score report (photocopied and/or downloaded copies will not be accepted); OR
- v. Evidence of coursework completion with a grade of “B” or higher as indicated on an original/official grade report or transcript (photocopied and/or downloaded copies will not be accepted)

Applicants must submit all documentation requested below to the DCPS Office of Human Resources either in-person or by mail. Faxed applications are not acceptable. It is the responsibility of the employee to provide a complete reimbursement request to:

**Licensure & HQ Unit  
Office of Human Resources  
825 North Capitol Street, 6<sup>th</sup> Floor, Washington DC 20002  
202.442.5387**

Use this checklist to ensure that you have all needed documentation to process your HQ reimbursement request. Incomplete reimbursement requests will NOT be processed.

Test Fee Reimbursement Application Checklist	√	Coursework Reimbursement Application Checklist
HQ Reimbursement Application (Be sure to sign the application)		HQ Reimbursement Application (Be sure to sign the application)
Licensure & HQ Action Plan (if one is not already on file with the OHR)		Licensure & HQ Action Plan (if one is not already on file with the OHR)
Payment receipt from ETS		Original invoice/bill from the college/university (must note the cost of the reimbursable course)
Canceled personal check; credit card receipt; or bank/loan statement showing proof of payment		Canceled personal check; credit card receipt; or bank/loan statement showing proof of payment
Original/official ETS score report		Original/official grade report or transcript

*Note: The taxability of reimbursements is subject to the existing provisions of Section 127 or any other relevant section of the Internal Revenue Code. Employees are advised to obtain tax counsel as to the reportability and deductibility of tuition/educational expense reimbursements. Generally, educational expenses qualifying as job-related are not reportable as income to the employee.*